

Subject File

S-E-C-R-E-T

Approved For Release 2001/08/14 : CIA-RDP80-00773A000100050030-4

30 NOV 1978

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 29 November 1978

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1. (U) Advertisement: [REDACTED] Deputy Director of Personnel for Recruitment and Placement, and [REDACTED] Chief and Deputy Chief of Recruitment Division, visited the office of Gaynor and Ducas in New York on Wednesday, 29 November, to discuss the use of focus groups as a means for determining advertising appeal for Agency employment.

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2. (U) Orientation Trip: Arrangements have been made for [REDACTED] Deputy Chief, Recruitment Division, to spend several days, 4-7 December, with the Southwest Personnel Representative to observe his recruiting techniques. [REDACTED] will visit the [REDACTED] on 6 December and then accompany [REDACTED] our [REDACTED] recruiter, on a recruiting trip to Tulane University and Xavier University on 5 and 7 December. They plan to visit Keesler Air Force Base on 6 December for the recruitment of telecommunications specialists and electronic technicians for the Office of Communications.

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3. [REDACTED] conducted two special briefings at the Air Force Security Services' Headquarters in San Antonio on Tuesday, 28 November, concerning career opportunities for telecommunication specialists and electronic technicians. There were from 150 enlisted men and official personnel in attendance.

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This memorandum may be downgraded to CONFIDENTIAL when separated from attachment.

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4. (U) Presidential Management Intern Program: The Agency plans to employ another intern under the President's Management Intern Program for 1979 and an appropriate response to the Civil Service Commission has been sent. As before, the person selected will be assigned to the office of the DDA.

5. (C) Retirement Activity: The figures shown below depict the total retirement activity for the period from 1 July 1978 through 12 January 1979. The figures in the clear show totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement. Thus, of 314 persons to go by 12 January, 56 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	69 (21)	97 (8)	166 (29)
Signed to go	<u>59 (20)</u>	<u>89 (7)</u>	<u>148 (27)</u>
Totals	128 (41)	186 (15)	314 (56)

6. (U) Annual Bulletin - Christmas: The annual Employee Bulletin regarding Christmas activities is being prepared for approval and publication.

7. (U) Combined Federal Campaign: With 99.4 percent of the cards returned, Combined Federal Campaign contributions stand at \$289,362.78 which is 91.3 percent of our goal. During the campaign, employees also donated over \$34,000 for the Educational Aid Fund and over \$7,000 for the Public Service Aid Society.

8. (U) Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 68.

9. (S) Rehired Annuitants: See attached report.

COMING EVENTS:

(1). (U) Agency Reserve Meeting: Mr. Jack Nixon and LTC. Arnold of the Department of Defense will be the speakers at the Agency Reserve Meeting on Monday, 4 December 1978, in the Headquarters auditorium at 1745 hours. Their topic will be "U.S. Perception of the Threat."

(2). (U) Reservation Computers: Representatives from Pan American Airlines and American Airlines will give a presentation on their reservation computers to Agency personnel on 12 December 1978. Representatives from the Office of Personnel, Office of Security, Central Cover Staff and the SSA-DD/A will attend.

F. W. M. Janney

Attachment

Distribution:

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S E C R E T

28 November 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (22-28 November 1978) (U/AIUO)

1. (S) The following rehired civilian annuitant case was approved by the Director of Personnel as a new hire:

DDA

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- Independent Contractor, Office of Security, effective 17 November 1978.

for

Following rehired civilian annuitant case was approved
Director of Personnel:

DDA

- Independent Contractor, Office of Security, one-year extension.

for

Following rehired civilian annuitant cases were approved
Deputy Director for Administration:

DDA

- Independent Contractor, Office of Medical Services, one-year extension.

NFAC

- Independent Contractor, Office of Scientific Intelligence, one-year extension.

DDSG

- Independent Contractor, [REDACTED] STATSPEC one-year extension.